

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1265

PAGE  
NO. 1 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE

DMIL-  
General Schedule Personnel Records

AGENCY		DIVISION
Item No.	Description	Retention
	<p><u>PERSONNEL FOLDERS</u></p> <p>1. This series applies to Departments of Personnel within Maryland State Government and includes all standard personnel forms as well as other personnel media which provide supporting data for both special and general personnel records.</p> <p>Upon selection for employment within the Department of <u>MILITARY</u> either as a new hire, transfer, reinstatement or temporary employee, a personnel folder is prepared. This folder may contain all or some of the following documents.</p> <ul style="list-style-type: none"> <li>A. Application</li> <li>B. Appointment Letter</li> <li>C. Correspondence Relating to New Appointment</li> <li>D. Personnel Payroll Form</li> <li>E. Personnel Position Action Request</li> <li>F. Personnel Recruitment Screening Report</li> <li>G. Personnel Transaction Form</li> <li>H. Retirement Form</li> </ul> <p>During continued employment, the folder may contain the following:</p> <ul style="list-style-type: none"> <li>a. Change of Address Forms</li> <li>b. Clearance File</li> <li>c. Charges for Removal</li> <li>d. Commendations</li> <li>e. Contractual Employment</li> <li>f. Counseling Sessions</li> <li>g. Disciplinary Actions</li> <li>h. Efficiency Ratings</li> <li>i. EOE Statistical Reports</li> <li>j. General Correspondence</li> <li>k. Grievance Actions</li> <li>l. Health Insurance Benefits Forms</li> <li>m. Leave Forms</li> <li>n. Orientation Program</li> </ul>	<p>Retain for three (3) years after termination of employment and then destroy.</p>

Schedule Approved by Department,  
Agency, or Division Representative

*Ernest M. Snyder*

03/27/91  
Date

Ernest M. Snyder  
Signature

Records Mgmt/Spec  
Projects Off  
Title

Schedule Authorized by

*4/2/91*  
Date

*Shirley J. ...*  
State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
NO. 1265  
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Item No.	Description	Retention
	<ul style="list-style-type: none"> <li>o. Position History</li> <li>p. Probation</li> <li>q. Promotions</li> <li>r. Reclassifications</li> <li>s. Resumes</li> <li>t. Suggestion File</li> <li>u. Summer Employment</li> <li>v. Suspension Actions</li> <li>w. Training</li> </ul> <p>The final document/s in the folder are a personnel payroll form and the following:</p> <ul style="list-style-type: none"> <li>i. Letter of Resignation</li> <li>ii. Retirement</li> <li>iii. Transfer</li> <li>iv. Dismissal</li> </ul>	
2.	<u>PERSONNEL I.D. NUMBER (PIN)</u>	Permanent
3.	<u>STATUS CARDS FILE</u>	Retain for five (5) years, then destroy.
4.	<p><u>HISTORY CARD</u></p> <p>Upon being selected for employment within the Department of <u>MILITARY</u> either as new hire, transfer, reinstatement or temporary employee, a personnel history card is prepared.</p> <p>This card contains the following data:</p> <ul style="list-style-type: none"> <li>1. Name</li> <li>2. Address</li> <li>3. Social Security Number</li> <li>4. Telephone Number</li> <li>5. Race</li> <li>6. Sex</li> <li>7. Birthdate</li> <li>8. Increment Date</li> <li>9. EOD (Entry on Duty) Date</li> <li>10. Classification</li> <li>11. Effective Date of Classification</li> <li>12. Employment Status</li> <li>13. Salary</li> <li>14. Position Identification Number for employee</li> </ul> <p>Each reclassification, promotion, demotion, change in salary, extended probation, title change, change of address or telephone number is duly noted on the card. The last entry on the History card would be of the following:</p> <ul style="list-style-type: none"> <li>1. Resignation</li> <li>2. Retirement</li> </ul>	<p>Retain for three (3) years after termination of employment and then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)SCHEDULE  
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Item No.	Description	Retention
	3. Transfer 4. Dismissal 5. Expiration  The card would then be filed inside the personnel folder and filed in the inactive personnel file.	
5.	Worker's Compensation First Report of Injury Reports	Retain for 5 years, then destroy.
6.	Dept. of Personnel Part-time Quarterly Reports	Retain for 5 years, then destroy.
7.	Dept. of Personnel Annual Reports..	Retain for 5 years, then destroy.
8.	Agency/Dept. Personnel Budget Reports	Retain for 5 years, then destroy.

<b>INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>																												
<b>1. DEPARTMENT/AGENCY</b> MILITARY		<b>2. DIVISION</b> STATE PERSONNEL		<b>3. UNIT</b>																												
<b>DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES</b>																																
<b>4. RECORD SERIES TITLE</b> STATE PERSONNEL RECORD FOLDERS				<b>5. EARLIEST YEAR/LATEST YEAR</b> _____ TO _____																												
<b>6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )</b>  <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">APPLICATION</td> <td style="width: 33%;">EFFICIENCY RATINGS</td> <td style="width: 33%;">RESIGNATION</td> </tr> <tr> <td>APPOINTMENT LETTER</td> <td>GENERAL CORRESPONDENCE</td> <td>TRANSFER</td> </tr> <tr> <td>PAYROLL</td> <td>GRIEVANCE ACTIONS</td> <td>RETIREMENT</td> </tr> <tr> <td>PERSONNEL ACTIONS</td> <td>LEAVE FORMS</td> <td>DISMISSAL</td> </tr> <tr> <td>RETIREMENT FORMS</td> <td>HEALTH INS</td> <td></td> </tr> <tr> <td>CHANGE OF ADDRESS</td> <td>PROMOTIONS</td> <td></td> </tr> <tr> <td>CLEARANCE FILE</td> <td>RECLASSIFICATIONS</td> <td></td> </tr> <tr> <td>COUNSELING</td> <td>SUSPENSION ACTIONS</td> <td></td> </tr> <tr> <td>DISCIPLINARY ACTIONS</td> <td>TRAINING</td> <td></td> </tr> </table>						APPLICATION	EFFICIENCY RATINGS	RESIGNATION	APPOINTMENT LETTER	GENERAL CORRESPONDENCE	TRANSFER	PAYROLL	GRIEVANCE ACTIONS	RETIREMENT	PERSONNEL ACTIONS	LEAVE FORMS	DISMISSAL	RETIREMENT FORMS	HEALTH INS		CHANGE OF ADDRESS	PROMOTIONS		CLEARANCE FILE	RECLASSIFICATIONS		COUNSELING	SUSPENSION ACTIONS		DISCIPLINARY ACTIONS	TRAINING	
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<b>7. RECORD SERIES FORMAT(S)</b> <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		<b>9. VOLUME</b> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____  <b>10. ANNUAL ACCUMULATION</b> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____																												
<b>11. FILE IS USED</b> <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			<b>12. FILE BECOMES INACTIVE AFTER</b> <u>3</u> <del>NUMBER</del> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)																													
<b>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</b> FIFTH REGIMENT ARMORY STATE PERSONNEL OFFICE			<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO																													
<b>15. ACCESS RESTRICTIONS</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT																													
<b>17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</b>  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			<b>18. RECOMMENDED RETENTION</b>  3 YEARS AFTER TERMINATION																													
<b>19. NAME AND TITLE OF PREPARER</b> Ernest M. Snyder/Records Mgmt/Special Projects Off.		<b>20. TELEPHONE NUMBER</b>  576-6117		<b>21. DATE</b>  02/08/91																												